



City of El Lago

AGENDA

CITY COUNCIL REGULAR MEETING
411 TALLOWOOD DRIVE, EL LAGO TEXAS 77586

DECEMBER 19, 2016

7:00 PM

NOTICE is hereby given of a Regular Meeting of the City Council of the City of EL LAGO, County of Harris, Events Room, 411 Tallowood Drive, and El Lago for the purpose of considering the following numbered items.

1. Call to Order.

2. Pledge of Allegiance

"Honor the Texas flag; I pledge allegiance to thee Texas, once state under God , one and indivisible"

3. Roll Call and Certification of Quorum

4. LPD CHIEF SAVAGE TO REPORT ON POLICE BUSINESS

- 4.1. Chief Savage to introduce newly hired Officer Randall James French.
- 4.2. Review of Police Policy 600-25. Use of Mobil Computer Terminals.

5. EMERGENCY MANAGEMENT/ CERT TO REPORT ON CITY OPERATION

6. CONSIDERATION /ACTION TO APPROVE THE MINUTES:

- 6.1. Regular Meeting October 17th, 2016
- 6.2. Regular Meeting November 7th, 2016

7. Adjourn to Executive SESSION The City Council will now hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes Annotated, in accordance with the authority contained in:

- 7.1. Section 551.074 to deliberate on the appointment of City Secretary.

8. RECONVENE into Regular Session and CONSIDER ACTION, **IF ANY**, on Items discussed in Executive Session.

9. CONSIDERSTION/ACTION Appointment of Lori Webster as City Secretary

Resume Attachment C

10. ITEMS for Future Agendas

11. Adjournment



El Lago

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ALL AGENDA ITEMS ARE SUBJECT TO ACTION

In compliance with the Americans With Disabilities Act, the City of Webster will provide for reasonable accommodations for persons attending City Council Meetings. Requests should be received 48 hours prior to the meetings. Please contact the City Secretary's office at 281-332-1826.

I certify that a copy of this notice of the City Council Meeting for December 19, 2016. Was posted at the City Hall, 411 Tallowood Drive El Lago, Texas on Thursday December 15, 2016 by 7:00pm.

**ROBERT K WHITE,
MAYOR**

Attachment A

RESUME OF RANDALL JAMES FRENCH

EDUCATION

GRADUATED 1967 South Houston High School
South Houston, Texas 77587

1967-1968 San Jacinto College
Pasadena, Texas
15 hours

GRADUATED 1969 Houston Police Academy

1969-1991 In Service Training Houston Police Department
Houston Police Academy
1,597 Hours

1991-1998 South Houston Police Department
In Service Training
363 Hours

1998-2013 Shoreacres Police Department
In Service Training
297 Hours

EMPLOYMENT

Twenty-two years four months with the Houston Police Department

6-2-69 thru 9-20-69 Houston Police Academy

9-20-69 thru 3-21-70 Houston Police Department Probation Officer

3-21-70 thru 2-3-75 Houston Police Department Radio Patrol-Officer

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Attachement A

Texas Commission on Law Enforcement Officers Standards and Education

Basic Certification 1970

Intermediate Certificate 1977

Advanced Certificate 1984

Masters Certificate 1994

Fourteen Letters of Accommodation for Outstanding Police Service

Elected President of South Houston Police Officers Association

Appointed Chief of police of the City of Shoreacres from twenty applications received

Emergency Manager for the City of Shoreacres

Attachement B

LAKEVIEW POLICE DEPARTMENT
SUBJECT: USE OF MOBILE COMPUTER TERMINAL

GENERAL ORDER #600-25
EFFECTIVE DATE: 12-12-16

PURPOSE

In an effort to increase productivity and officer safety the Lakeview Police Department utilizes computerized report management and mobile computer terminals that link with the Webster Police Department computer aided dispatching program. In the interest of insuring that officers utilize the mobile computer terminal as safely as possible, this general order is established.

The Lakeview Police Department recognizes the vast amount of information that is available to officers via the mobile data terminal however, in the interest of protecting the officer and the general public this general order establishes the use and officer responsibilities in regards to the departments mobile data terminals or MCTs.

DEFINITIONS

Mobile Computer Terminal (MCT) - A computerized system for providing real-time data communications for patrol officers in the field. This communication system may include, but is not limited to, administrative messages between field units and/or supervisors and administrative personnel, Texas Criminal Information Center (TCIC) information, and the National Criminal Information Center (NCIC) data. The system also interfaces with the Record Management System and CAD system utilized by the dispatching services of the Webster Police Department as it relates to our MCTs.

Systems Administrator - A person assigned by the Chief of Police who is responsible for the day to day operation of the MCTs and the programs that are utilized along with the MCTs. They are also responsible for maintenance and troubleshooting of minor issues that may arise from time to time.

League City Consortium - An organization based out of the League City Police Department that consists of several agencies that participate in utilizing and sharing data among the products available for policing. League City maintains the servers and primary top tier systems administrators while each agency maintains their own systems administrators to take care of their departments assets.

TRAINING

All officers must attend and complete a TCOLE approved TCIC/NCIC Less Than Full Access Operator class prior to being authorized to access any MCT of the department.

All officers will be required to re-certify every two years as per TCOLE requirements.

As soon as is practical, new officers shall be given instruction in the use of the MCT by a Field Training Officer or by League City Consortium personnel.

Systems Administrators must attend appropriate training through the League City Consortium prior to assuming any duties involving the MCTs and computer policing programs.

Attachment B

GENERAL ORDER #600-25

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MCT ACCESS

Once an officer has completed the required training they will be given the user name and password to access the MCT. Officers will also be given a user name and password by the department's systems administrator. This access is for the League City Consortium programs that access the Consortiums databases.

Officers must protect this password and shall report any possible loss of this password immediately. No officer will give another officer permission to use their log in information. No officer shall ever log in as another officer unless it is the Patrol Lieutenant or Systems Administrator attempting to troubleshoot a problem.

The MCT may be dismounted from the docking station and brought with the officer into another location (along with the MiFi hotspot) so that they may utilize it when outside of the patrol vehicle. It is the officers responsibility to make every effort to protect the equipment and limit other personnel not authorized to see the information presented on the screen.

No officers may download any program or app onto the MCT without approval from the systems administrator.

No officer will download data to the MCT from a flash drives or other such device; unless authorized by the Patrol Lieutenant or the systems administrator.

MCT USAGE

The MCT shall only be used for official department business by officers assigned to utilize them. At no time are officers to use the MCT for personal business. All information obtained via the MCT is considered restricted information and shall be treated as such. Officers should close the MCT when someone is being transported in the rear of the patrol vehicle as well as anytime they are away from the patrol vehicle.

While the terminal allows officers to minimize radio traffic, officer safety is paramount and the terminal will not be used when the patrol vehicle is in motion. While the MCT Message system may be used for official department business it shall not be used for discussion of on-going investigations or to discuss sensitive police business as the Message system is subject to open records requests. Officers shall be aware of the limited visibility the MCT causes when deployed and should make appropriate adjustments while driving to ensure the safety of the general public, officer safety, and protection department equipment. Do not place items on top of the opened or closed MCT.

MCT FIELD MAINTENANCE

Officers should only use a microfiber towel to wipe the screen as it will become dirty from constant touch screen usage. Microfiber towels are provided by the department upon request. DO NOT use any liquid on the screen, not even water. The keyboard can be wiped off by any type of towel or cleaned by a soft brush.

The MCT docking station may be wiped with any type of towel or a brush to clean the station. Again, no liquid should be used to clean the docking station.

Attachment B

GENERAL ORDER #600-25

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Any connectors should only be removed by pulling at the connection point and not on the cable itself. Officers should be aware of cable locations to avoid over exposure to sunlight, possible crimping or pinching such as by the car door, glove box, the mounting pedestal, etc.

Officers should not change any settings to the laptop or any of its programs without authorization from the systems administrator.

Officers are responsible for immediately reporting any damage to the MiFi hotspot, the MCT, or docking station to a supervisor or the systems administrator.

AUTHORITY

This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction and approval of the Chief of Police.



Tom Savage
Chief of Police

Attachment C

Lori Webster
Seabrook, Texas 77586

(281)-728-8178
LRWebster@live.com

Qualification Summary

Fifteen years of experience in corporate, nonprofit small business operations including data management. Versatile independent worker able to work with all skill levels, analytical, strong work ethic, organized, and detailed.

Experience

Solvay, Pasadena, Texas. January 2014 to present.

Contractor. Responsible for cost tracking, project reconciliation, purchase requests & assistance for \$ 70 M new Plant Project. Assist with capital spending/project cost forecast with different currencies. Work with international vendors and engineering firms. Collaborate with procurement for T&M and fixed price contracts. Assist with data implementation for Management of Change. Worked remotely 60% of time.

Enora Rogers, Inc., Seabrook, Texas. September 2013 to January 2014.

Business Coordinator. Responsible for financials (including bookkeeping and monthly reconciliation), IT set up, documentation, and office organization. Working with M365, MS Project, Visio, SharePoint.

Clear Lake Presbyterian Church, Houston, Texas. January 2001 to January 2005.

Business Manager. Responsible for finance (including accounting, bookkeeping, and reconciliation) Human Resources, computer network, and facility for church. Five direct reports. Responsible for support of over 30 employees.

Bank United, Houston, Texas. February 1999 to January 2001

Project Administrator August 2000 to January 2001.

Responsible for initial development of the Project Office for IT area.

Problem Resolution Analyst February 1999 to August 2000.

Responsible for researching and resolving banking issues for customer and branch resolution.

A I M Management Group, Inc., Houston, Texas. July 1994 to July 1998.

Control Supervisor/Analyst

Responsible for staff of up to nine employees during tenure. Responsible for compliance. Experience in Project Management, workflow design, leadership, and Human Resource functions.

Volunteer

Girl Scouts

Leader 2006 to present. Troop of up to twelve girls, program goals, meetings, camping, outings, fund raising, and finance.

Treasurer, Regional Service Unit/Community (Girl Scouts) 2009 to 2014

Responsible for finances of the Service Unit/Community composed of up to 150 Girl Scout Troops. Responsible for bookkeeping and monthly Reconciliation.

PTA Officer, Seabrook Intermediate School 2012 to 2014. Treasurer 2012 to 2013. Responsible for financials for the PTA including accounting and reconciliation. Communications 2013 to 2014, responsible for website, newsletter, and social media. PTA Ed White Elementary 2008 to 2013. Secretary 2008-2010. Re-wrote Bylaws, Standing Rules, and record retention. Parliamentarian 2010 to 2011. Audit committee chairperson 2011 & 2013. Delegate to Council of PTAs. Assist in Library, computer lab, events, and classroom help.

Education

University of Houston- Clear Lake, Houston, Texas.
MBA, concentration in MIS May 2001.

The University of Iowa, Iowa City, Iowa.
B.S. Political Science, May 1994